

SUBJECT: PAY DATES FOR ALL HOURLY PAID EMPLOYEES

Issued by: Human Resources – Payroll Services

Effective Date: January 7, 2016

Processing of the payroll is a complex and difficult process requiring considerable co-operation from departments and adherence to schedules. Departments must forward correct and complete information to Payroll Services on or before the cut-off dates indicated on the Human Resources website.

Information received after the deadline will NOT be processed until the next pay date.

*Please use this chart when completing [Bi-Weekly Time Reports](#) and [Fixed Remuneration Forms](#) for all hourly paid employees

Pay Period	Pay Date	Pay Period Begin Date	Pay Period End Date
1	07-Jan-16	13-Dec-15	19-Dec-15
		20-Dec-15	26-Dec-15
2	21-Jan-16	27-Dec-15	02-Jan-16
		03-Jan-16	09-Jan-16
3	04-Feb-16	10-Jan-16	16-Jan-16
		17-Jan-16	23-Jan-16
4	18-Feb-16	24-Jan-16	30-Jan-16
		31-Jan-16	06-Feb-16
5	03-Mar-16	07-Feb-16	13-Feb-16
		14-Feb-16	20-Feb-16
6	17-Mar-16	21-Feb-16	27-Feb-16
		28-Feb-16	05-Mar-16
7	31-Mar-16	06-Mar-16	12-Mar-16
		13-Mar-16	19-Mar-16
8	14-Apr-16	20-Mar-16	26-Mar-16
		27-Mar-16	02-Apr-16
9	28-Apr-16	03-Apr-16	09-Apr-16
		10-Apr-16	16-Apr-16
10	12-May-16	17-Apr-16	23-Apr-16
		24-Apr-16	30-Apr-16
11	26-May-16	01-May-16	07-May-16
		08-May-16	14-May-16
12	09-Jun-16	15-May-16	21-May-16
		22-May-16	28-May-16
13	23-Jun-16	29-May-16	04-Jun-16
		05-Jun-16	11-Jun-16
14	07-Jul-16	12-Jun-16	18-Jun-16
		19-Jun-16	25-Jun-16
15	21-Jul-16	26-Jun-16	02-Jul-16
		03-Jul-16	09-Jul-16
16	04-Aug-16	10-Jul-16	16-Jul-16
		17-Jul-16	23-Jul-16
17	18-Aug-16	24-Jul-16	30-Jul-16
		31-Jul-16	06-Aug-16
18	01-Sep-16	07-Aug-16	13-Aug-16
		14-Aug-16	20-Aug-16
19	15-Sep-16	21-Aug-16	27-Aug-16
		28-Aug-16	03-Sep-16
20	29-Sep-16	04-Sep-16	10-Sep-16
		11-Sep-16	17-Sep-16
21	13-Oct-16	18-Sep-16	24-Sep-16
		25-Sep-16	01-Oct-16
22	27-Oct-16	02-Oct-16	08-Oct-16
		09-Oct-16	15-Oct-16
23	10-Nov-16	16-Oct-16	22-Oct-16
		23-Oct-16	29-Oct-16
24	24-Nov-16	30-Oct-16	05-Nov-16
		06-Nov-16	12-Nov-16
25	08-Dec-16	13-Nov-16	19-Nov-16
		20-Nov-16	26-Nov-16
26	22-Dec-16	27-Nov-16	03-Dec-16
		04-Dec-16	10-Dec-16